Doing Business with NASA Glenn Research Center (GRC)
Small Business Program
Information as of May 18, 2015

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NASA SMALL BUSINESS SPECIALISTS

Contacting the NASA Glenn Research Center Small Business Specialist:

NASA Glenn Research Center Small Business Specialist, Teresa Monaco

E-mail: GRC-SmallBusiness@mail.nasa.gov (Subject Line should state: **GRC SBS assistance for [insert name of your organization])**

Phone and Voice Mail: (216) 433-8293

Mailing Address:
NASA Glenn Research Center
ATTN: Teresa Monaco, Small Business Specialist
21000 Brookpark Road, Mail Stop 60-1
Cleveland, OH 44135

NASA Small Business Specialists.

The NASA Small Business Specialist responsible for GRC training is located at the NASA Shared Services Center.

The NASA Small Business Specialist responsible for NASA Agency-Wide Contracts (including Agency-Wide Training) is located at the NASA Shared Services Center.

NASA Information Technology (IT) Infrastructure Integration Program (I3P) acquisitions, contact MSFC Small Business Specialist.

http://osbp.nasa.gov/contacts.html

REGISTERING TO DO BUSINESS WITH THE FEDERAL GOVERNMENT

DUNS Number (needed for System for Award Management, or SAM):
http://www.dnb.com/us/duns_update/ or call for assistance at 1-866-705-5711.

   CAGE code is assigned in SAM.

System for Award Management (SAM):
https://www.sam.gov/portal/public/SAM/
Call for assistance at 1-866-606-8220. Help Desk open 8am-8pm Eastern Time

   North American Industry Classification System (NAICS) (codes applicable to your business for input into SAM):

   Look in this document for the section on:
   "SMALL BUSINESS SEARCH AND SIZE DETERMINATION (INCLUDING NAICS CODES)", subheading "To determine if your company is a Small Business:"

Acquisition Central, Frequently Asked Questions (provides information on doing business with the Federal Government):
https://www.acquisition.gov/faqs_whatis.asp

Federal Service Desk (help on Federal Government contracts):
https://www.fsd.gov/app/answers/list

VETS100-100A Federal Contractor Reporting (Affirmative action efforts in employing veterans. 1-866-237-0275 or via email at VETS100-customersupport@dol.gov)
http://www.dol.gov/vets/vets-100.html

System for Award Management. Will have one system to replace the following:

1. Catalog of Federal Domestic Assistance (CFDA)
2. Central Contractor Registration (CCR). **To do business with the Federal Government and get paid. Integrated into SAM 7/29/2012**
3. Contractor Performance Assessment Reporting System (CPARS)
4. Excluded Parties List System (EPLS). **Integrated into SAM 7/29/2012.**
5. Electronic Subcontracting Reporting System (eSRS)
6. Federal Awardee Performance and Integrity Information System (FAPIIS)
7. Federal Business Opportunities (FedBizOpps, FBO)
8. Federal Agency Registration (Fed Reg). Also known as Business Partner Network Number (BPN). BPN=DUNS number, or Data Universal Numbering System, assigned by Dun and Bradstreet. **Integrated into SAM 7/29/2012.**
9. Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)
10. Federal Procurement Data System Next Generation (FPDS-NG)
11. Online Representations and Certifications (ORCA): **submit proposals/quotes. Integrated into SAM 7/29/2012.**
12. Past Performance Information Retrieval System (PPIRS)
13. Wage Determinations Online (WDOL)

SMALL BUSINESS SEARCH AND SIZE DETERMINATION (INCLUDING NAICS CODES)

Search for small businesses:

- Central Contractor Registration
- https://www.bpn.gov/ccrsearch/Search.aspx

- Small Business Administration Dynamic Small Business Search:
- http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

- Small Business Administration HUBZone Small Business Database search:
- http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm

- Search for vendors, NASA Vendor Database (NASA domain users only):
- https://nvdb.nasa.gov/index.cfm?fuseaction=Search.search_vendors

To determine if your company is a Small Business using North American Industry Classification System (NAICS) codes:

FAR 52.219-6 and FAR 2.101: United States or its outlying areas.
https://www.acquisition.gov/far/

NAICS code(s)(supplies and service descriptions) that apply to your company:
US Census Bureau, North American Industry Classification System (NAICS) Codes
http://www.census.gov/eos/www/naics/

NAICS codes descriptions:
http://www.census.gov/cgi-bin/sssd/naics/naicsrch

NAICS code(s) in SBA table to determine maximum amount of revenue (annual average for last three complete fiscal years) and/or number of employees (average employment of the preceding twelve months) to qualify as small business (see 13 CFR 121, Small Business Size Regulations. http://www.gpoaccess.gov/cfr/index.html):
US Small Business Administration, Table of Small Business Size Standards Matched to North American Industry Classification System Codes
http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf

US Small Business Administration, Eligibility Size Standards information:
http://www.sba.gov/category/navigation-structure/contracting/contracting-officials/eligibility-size-standards

REGISTERING FOR E-MAIL NOTIFICATIONS AND DATABASES (INCLUDING NASA VENDOR DATABASE)

NASA Business Opportunities:
- NASA Business Opportunities e-mail notification:
- http://procurement.nasa.gov/cgi-bin/nens/index.cgi
- Register to track acquisitions by:
  - 1. product / service class code
  - 2. NASA center; and / or
  - 3. acquisition number

Federal Government Business Opportunities (e-mail notifications and registration for interested parties list):
- Federal Business Opportunities (FedBizOpps):
- https://www.fbo.gov/
- Register to track acquisitions by:
  1. Agency
  2. Set-aside
  3. Place of Performance
  4. Type
  5. Keyword/Solicitation Number
  6. Classification
  7. NAICS Code

Special Notices of Federal Government Small Business Events on FedBizOpps:
https://www.fbo.gov/index?s=opportunity&tab=searchresults&mode=list&_filt=sbc

NASA Vendor Data Base (Contractor registration; you will be able to include your company's capability statement in this database. We will also be sending out e-mail notifications of small business events and sources sought/synopsis/solicitations that you may be interested in):
https://vendors.nvdb.nasa.gov/index.cfm?fuseaction=Vendor.challenge_screen
Click on the "Create Account" icon to register.

CURRENT AND FUTURE ACQUISITIONS

NASA Acquisition Forecast Database (proposed acquisitions):
http://www.hq.nasa.gov/office/procurement/forecast/

Latest version of GRC Acquisition Forecast:
Go to Doing Business with NASA Glenn Research Center:
http://www.grc.nasa.gov/WWW/Procure/doin_bus.htm
Go to GRC Specific Guidance
Select the hyperlink under the section, "Acquisition Forecast"

Federal Government Acquisition Forecast Database:
https://www.acquisition.gov/comp/procurement_forecasts/index.html

Federal Procurement Data System Product and Services Codes Manual (codes used to categorize procurements published on Federal Business Opportunities):
https://www.acquisition.gov/PSC%20Manual%20-%20Final%20-%2011%20August%202011.pdf

SBA Sub-net (businesses requesting small business subcontracting, FAR 5.206, Notice of Subcontracting Opportunities allows contractors and subcontractors to post notices and thereby increase competition for subcontracts:
http://web.sba.gov/subnet/search/index.cfm

Click on search at the top of the page.
On the left side, under "search solicitation", click on "search the database"
Complete information (select as necessary, NAICS Code, description, subcontract solicitation, place of performance (and select a state from the drop down menu) and click submit.

OR

http://www.sba.gov/category/navigation-structure/contracting/contracting-opportunities/sub-contracting/subcontracting-opportunities-directory

Industry access to current acquisition information, NASA Acquisition Internet Service (NAIS):
http://prod.nais.nasa.gov/cgi-bin/nais/index.cgi

NASA Synopses and Solicitations
http://procurement.nasa.gov/cgi-bin/eps/syn_search.cgi

NASA Glenn Research Center Synopses and Solicitations
http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=22

NASA Research Opportunities (NASA Research Announcements, Broad Agency Announcements, Announcements of Opportunities. Register on NSPIRES):

http://nspires.nasaprs.com/external/

NASA Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR) program:
http://sbir.gsfc.nasa.gov/SBIR/SBIR.html

Unsolicited Proposals:
http://prod.nais.nasa.gov/pub/pub_library/unSol-Prop.html#NASA_RESEARCH_AREAS_AND_ADDRESSES_FOR_SU

INTERESTED PARTIES LIST (FEDERAL BUSINESS OPPORTUNITIES)

Interested Parties List for Sources Sought/Requests for Information, Synopses and Solicitations, Federal Business Opportunities (FedBizOpps). Note: if the contracting officer has removed the notice from FedBizOpps, the interested parties list will also be removed. You may have to re-submit if a new notice is posted:
https://www.fbo.gov/

On the home page, click on the Agency input box, and type "National Aeronautics and Space Administration". You will get a drop down menu, where you can pick the center. Glenn Research Center is listed as "National Aeronautics and Space Administration/Glenn Research Center"

You can select "Keyword/ Solicitation #" to narrow the search.

Click "Search". You will see any synopses and solicitations posted for the last 90 days by default. Posted date options include search today, or last 2, 3, 7, 14, 21, 30, 90, 180, or 365 days.

Look through the listing of acquisitions and click on the one you are interested in viewing.

There is an Interested Vendors List tab, which provides the following information:
- Last Name
- First Name
- Contractor Name
- Contractor Address
- Contractor e-mail
- Contractor Phone
- Business Type
- NAICS Codes

You will need to obtain a username and password in FedBizOpps (to view the Interested Vendors List. For help, contact Federal Service Desk, call 866-606-8220 or ("Submit a Question" click on web form, Register for a new FSD account, Create account).

If you wish to be added to the Interested Vendors list, click on the button "Add Me to Interested Vendors." You will need to register in FedBizOpps to use this feature.

NASA PRODUCTS AND SERVICES (INCLUDING DOING BUSINESS WITH NASA GLENN RESEARCH CENTER, WHAT NASA BUYS)

Doing Business with NASA Glenn Research Center:
http://www.grc.nasa.gov/WWW/Procure/doin_bus.htm

Information on NASA Glenn Research Center:
http://www.nasa.gov/centers/glenn/about/

Research and Technology at NASA Glenn Research Center
http://www.grc.nasa.gov/WWW/RT/

NASA Glenn Research Center Innovative Projects Office (includes the NASA Glenn Research Center Small Business Innovative Research and Small Business Technology Transfer Office):
http://technology.grc.nasa.gov/

NASA Glenn Research Center Strategic Plan
http://cip.grc.nasa.gov/

Doing Business with NASA Plum Brook:
http://www.nasa.gov/centers/glenn/about/testfacilities/pb_DoingBusiness.html

Information about NASA Plum Brook:
http://www.nasa.gov/centers/glenn/about/testfacilities/index.html

NASA website:
http://www.nasa.gov/

NASA Field Center Information:
http://www.nasa.gov/about/sites/index.html

NASA Headquarters Office of Procurement:
http://www.hq.nasa.gov/office/procurement/index.html

NASA Office of Small Business Programs:
http://osbp.nasa.gov/

NASA Small Business Field Center Information, What NASA Buys:
http://osbp.nasa.gov/about.html

What NASA Buys (includes Center NAICS codes:

Ames Research Center (Moffett Field, CA):
http://osbp.nasa.gov/about-arc.html

Dryden Flight Research Center (Edwards, CA):
http://osbp.nasa.gov/about-dryden.html

Glenn Research Center (Cleveland, OH):
http://osbp.nasa.gov/about-glenn.html

Goddard Space Flight Center (Greenbelt, MD):
http://osbp.nasa.gov/about-goddard.html

Jet Propulsion Laboratory (Pasadena, CA):
http://osbp.nasa.gov/about-jpl.html

Johnson Space Center (Houston, TX):
http://osbp.nasa.gov/about-johnson.html

Kennedy Space Center (KSC, FL):
http://osbp.nasa.gov/about-kennedy.html

Langley Research Center (Hampton, VA):
http://osbp.nasa.gov/about-larc.html

Marshall Space Flight Center (MSFC, AL):
http://osbp.nasa.gov/about-marshall.html

NASA Headquarters (Washington, DC):
http://osbp.nasa.gov/about-headquaters.html

NASA Shared Services Center (SSC, MS):
http://osbp.nasa.gov/about-nssc.html

Stennis Space Center (SSC, MS):
http://osbp.nasa.gov/about-stennis.html

NASA Small Business Awards:
http://www.osbp.nasa.gov/award.html

NASA Mentor-Protégé Program:
http://osbp.nasa.gov/mentor.html

NASA Office of Small Business Programs newsletter:

http://osbp.nasa.gov/newsletter.html

OSDBU Best Practices & Success Stories (Small Business Success Stories):
https://max.omb.gov/community/pages/viewpage.action?pageId=560464147

NASA Technical Reports Server (A searchable database providing access to aerospace citations, full-text documents, images, and videos. All information located on NTRS is unlimited, unclassified, and publically available):
http://ntrs.nasa.gov/search.jsp

NASA Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR) program:
http://sbir.gsfc.nasa.gov/SBIR/SBIR.html

NASA Glenn Research Center Innovation Projects Office (Success stories for SBIR - technology transfer, not all small businesses)
http://technology.grc.nasa.gov/success-stories.shtm

NASA Headquarters SBIR/STTR Success Stories
http://sbir.gsfc.nasa.gov/SBIR/success.htm

NASA Glenn Research Center SBIR/STTR Success Stories
http://technology.grc.nasa.gov/success-stories.shtm

NASA CONTACT INFORMATION

NASA Small Business Specialists.

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    NASA Information Technology (IT) Infrastructure Integration Program (I3P) acquisitions, contact MSFC Small Business Specialist.

    http://osbp.nasa.gov/contacts.html

NASA Glenn Research Center civil servant contact personnel (On-Line Organizational Listing):
http://www.grc.nasa.gov/WWW/OHR/Orglist/OrgChart.htm

NASA Glenn Research Center Bankcard (credit card) holders:
http://www.grc.nasa.gov/WWW/FOIA/Bankcard_Holders10.pdf

NASA Glenn Research Center on-site contractor listing:
http://www.grc.nasa.gov/WWW/Procure/ContractorList/On-siteServiceContractorListing.htm

NASA Enterprise Directory (First Name, Middle Initial, Last Name, e-mail address and phone number for NASA civil servants and on-site contractor personnel):
https://people.nasa.gov/

OTHER FEDERAL AGENCIES (INCLUDING GSA, SBA WOSB/HUBZONE PROGRAMS)

Getting on the General Services Administration (GSA) Schedule:
http://www.gsa.gov/portal/content/197989

Kay Hurley
Customer Service Director
GSA Federal Acquisition Service
U.S. General Services Administration
Great Lakes Region
2848 Fair Oaks Drive
Norton, OH 44203
Business: 330.825.2187
Mobile: 330.903.6942
e-mail: kay.hurley@gsa.gov

eBuy: Obtain quotes or proposals for services, large quantity purchases, big ticket items, and purchases with complex requirements:
https://www.ebuy.gsa.gov/advantage/ebuy/start_page.do

GSA Advantage: online shopping and ordering system
www.gsa.gov/advantage
or
https://www.ebuy.gsa.gov/advantage/main/home.do

Federal Strategic Sourcing Initiative (FSSI) Office Solutions (subset of GSA Advantage):
https://www.gsaadvantage.gov/advantage/department/main.do?cat=BPA.GS.FSSI

Mission Oriented Business Integrated Services (MOBIS) - Schedule 874 (management and consulting services):
http://www.gsa.gov/portal/content/104551

Information Technology (IT) Schedule 70:
http://www.gsa.gov/portal/content/104506

U.S. Small Business Administration (SBA):
http://www.sba.gov/

SBA Government Contracting Field Staff Directory (Procurement Center Representatives, Commercial Market Representatives, Certificate of Competency Specialists, Size Determination Specialists, and Industrial Specialists-Forestry):
http://www.sba.gov/content/government-contracting-field-staff-directory

SBA District Office (local SBA office; counseling and training services provided by business development specialists):
http://www.sba.gov/content/find-local-sba-office

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US Small Business Administration
Cleveland District Office
1350 Euclid Avenue, Suite 211
Cleveland, OH 44115-1815

John Renner, Supervisory Business Development Specialist
E-mail: John.Renner@sba.gov
Phone: 216.522.4167
Sonya Wagasky, Business Development Specialist
E-Mail: Sonya.Wagasky@sba.gov
Phone: 216.522.4168

James Duffy, Assistant District Director for Lender Relations
E-mail: James.Duffy@sba.gov
Phone: 216.522.4169

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SBA Women-Owned Small Business (WOSB) Federal Contract Program, including WOSB Program Certification (for assistance, call 1-800-827-5722 or e-mail wosb@sba.gov):
http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses

> **There are also a number of local resources available to help you learn more about the Program:**
> • **Small Business District Offices** – Find your local office at: http://www.sba.gov/about-offices-list/2
> • **Women's Business Centers** – Find your local center at:
> http://archive.sba.gov/idc/groups/public/documents/sba_program_office/sba_ro_do_wbc.pdf
> • **Small Business Development Centers** – Find your local center at:
> http://www.asbdc-us.org/
> • **Procurement Technical Assistance Centers (PTAC)** – Find your local center at:
> http://www.aptac-us.org/new/

> **Ohio PTACs**: http://www.aptac-us.org/new/Govt_Contracting/find.php?what=search&State=OH

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Northeast Ohio PTAC
Richard Delisio - Subcenter Director
Akron, OH
Email: delisior@ohio.edu

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Lakeland Community College
7700 Clocktower Drive
Kirtland, OH 44094
Phone: (440) 525-7733
Jane Stewart - Procurement Counselor
Phone: (440) 525-7733
Email: jstewart@lakelandcc.edu

FAR 19.1505(b) and (c) and SBA NAICS codes:
http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses
Under **Women-Owned Small Business Federal Contract Program**
Under **WOSB Program Information**
Select WOSB Program Applicable NAICS Codes

OR

http://www.sba.gov/sites/default/files/files/WOSB%20Program%20Applicable%20NAICS%20Codes.xlsx

SBA loans (contact local SBA office for more information):
http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs

SBA HUBZone information (HUBZone Help Desk at (202) 205-8885, or via email at HUBZone@sba.gov)
http://www.sba.gov/hubzone/

SBA HUBZone search by address:
http://map.sba.gov/hubzone/maps/

SBA Scorecard (how well federal agencies reach their small business and socio-economic prime contracting and subcontracting goals):
http://www.sba.gov/content/small-business-procurement-goaling-scorecards

SCORE (non-profit organization partially funded by SBA, education and mentoring):
http://www.score.org/

Search for Ohio Vendors:
http://checkohiofirst.com

To register as Veteran-Owned Small Business or Service-Disabled Veteran-Owned Small Business (see Vendor Information Pages on website for listing of businesses):
http://www.vetbiz.gov/

To assist contractors in understanding applicable requirements and to help ease the contract audit process--Information for Contractors, Defense Contract Audit Agency (DCAA) (go to website, on left hand side, under "Publications", select "Information for Contractors"):
http://www.dcaa.mil/

Small Business Information by Federal Agency (Small Business Dashboard):
http://smallbusiness.data.gov/

CONTRACTOR REPORTS

NASA Procurement Data View (NPDV)--Summary-level data (e.g., contract number, grant number, purchase order number, description, contractor and address, period of performance, value) on all active NASA contracts/grants/purchase orders:
http://prod.nais.nasa.gov/cgi-bin/npms/npms.cgi

Federal Procurement Data System-Next Generation (contractor reports for all Federal agencies):
https://www.fpds.gov/fpdsng_cms/

REGULATION SEARCH (INCLUDING FORMS)

Federal Acquisition Regulations (FAR):
https://www.acquisition.gov/far/
http://farsite.hill.af.mil/

NASA FAR Supplement (NFS):
http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

NASA Procurement Information Circular:
http://www.hq.nasa.gov/office/procurement/regs/pic.html

NASA Procurement Notices:
http://www.hq.nasa.gov/office/procurement/regs/pn.html

NASA Online Directives Information System:
http://nodis3.gsfc.nasa.gov/

Government Printing Office (GPO access):
http://www.gpoaccess.gov/

> GPO access will be replaced by Federal Digital System (FDSys). GPO access will be archived, and will not be updated.

General Services Administration (GSA, to obtain government forms electronically):
http://www.gsa.gov/portal/forms/type/TOP

Code of Federal Regulations:
http://www.ecfr.gov/

SMALL BUSINESS SET-ASIDES AND FEDERAL/NASA SMALL BUSINESS GOALS

- **Small Business Set-Asides Available Under Federal Acquisition Regulations (FAR)**
  - Small Business: FAR 6.203
  - Section 8(a): FAR 6.204
  - HUBZone: FAR 6.205
  - SD-VOSB: FAR 6.206
  - WOSB and ED-WOSB for certain North American Industry Classification (NAICS) Codes: FAR 6.207 (see http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses as required by FAR 19.1505(b) and (c))
- **HUBZone Set-Asides**
  - Principal office must be located within a Historically Underutilized Business Zone, which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act (BRAC)
  - **SBA HUBZone search by address:**
    - http://map.sba.gov/hubzone/maps/
  - Maintain a principal office located in a HUBZone
  - At least 35% of its employees must reside in a HUBZone
    - Concern will "attempt to maintain" percentage during the performance of any HUBZone contract it receives.
    - Full time or part-time employees; must work at least 40 hours per month.
  - HUBZone must certify every three years to SBA that it remains a qualified HUBZone small business concern.
  - Owned and Controlled by at least 51% by U.S. citizens, or a community Development Corporation, an agricultural cooperative, or an Indian tribe
  - Ensure Central Contractor Registration (CCR) shows the firm is HUBZone.
  - NAICS code in CCR must be same as solicitation.

- **SD-VOSB Set-Asides**
  - Prime contractor must be a SD-VOSB
  - Veteran's disability is service connected
    - 0% disability is acceptable
  - At least 51% of the business must be owned and controlled by one or more service disabled veterans
  - Self-certifying program as SD-VOSB
  - Not required to register as SD-VOSB on Veteran's Administration (VA) website, but it will give NASA a higher confidence level that the firm is actually a SD-VOSB
    - To register as SD-VOSB: http://www.vetbiz.gov/
  - Do not provide DD 214 (Report of Separation) to NASA
  - Ensure Central Contractor Registration (CCR) shows the firm is SD-VOSB.
  - NAICS code in CCR must be same as solicitation.

- **FAR 19.203: Relationship among small business programs**
  - Paragraph a: Parity (no order of precedence)
  - Paragraph b: Acquisitions at or below simplified acquisitions are exclusively reserved for small businesses
    - Contracting Officer (CO) can award to small business programs (8(a), HUBZone, SD-VOSB, or WOSB)
    - If not small business set-aside, CO must document file.
  - Paragraph c: Contracting Officer first considers a specific program for an acquisition over simplified acquisition threshold before using small business set-aside
    - 8(a) program (FAR subpart 19.8)
      - If SBA accepted requirement in 8(a) program, remains in 8(a) program unless released by SBA (13 CFR 124, 125, and 126)
    - HUBZone program (FAR subpart 19.13)
    - SD-VOSB Procurement Program (FAR subpart 19.14), or
    - WOSB program (FAR subpart 19.15)
  - Paragraph d: Priorities
    - Small Business Set-asides (FAR subpart 19.5)
    - Full and Open Competition

Current Federal Small Business Prime and Subcontracting Goals:
  - 23% Small Business
  - 5% SDB
  - 3% HUBZone
  - 5% Woman Owned
  - 3% SDVOSB

Current NASA Small Business Prime and Subcontracting Goals:
  - 15.2% Small Business
  - 5% SDB
  - 3% HUBZone
  - 5% Woman Owned
  - 3% SDVOSB

PURPOSE OF SOURCES SOUGHT NOTICES

- Sources Sought Notice is an excellent source of Market Research
  - FAR 10.001(3)(i): Market Research is used to determine if sources capable of satisfying the agency's requirements exist.
  - FAR 19.202-2 Locating Small Business Sources: Contracting Officer must encourage maximum participation by small business.
  - FAR 19.501 General: Contracting Officer shall review acquisitions to determine if they can be set-aside for small business.
- Purpose: Determining the appropriate level of competition and/or small business subcontracting goals
- NASA reviews capability statements and other sources of market research to determine small business set-asides
- Capability statements
  - Past performance information
  - Affiliate information
    - parent company
    - joint venture partners
    - potential teaming partners
    - prime contractor (if potential subcontractor) or subcontractors (if potential prime contractor)
  - Note: FAR 52.219-14 Limitation on Subcontracting. For services contracts, at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern (offeror/prime contractor).
- Interested parties include:
  - Small Businesses
  - Small Disadvantage Businesses (SDB), which includes Section 8(a) firms
  - Woman-Owned Small Businesses (WOSB)
  - Economically Disadvantaged Woman-Owned Small Businesses (ED-WOSB)
  - Veteran-Owned Small Business (VOSB)
  - Service-Disabled Veteran-Owned Small Business (SD-VOSB)
  - Historically Underutilized Business Zone (HUBZone)
  - Historically Black Colleges and Universities (HBCU)/Minority Institutions (MI)

SOURCES SOUGHT NOTICE (NASA SAMPLE TEMPLATE)

SOURCES SOUGHT NOTICE TEMPLATE

The National Aeronautics and Space Administration (NASA) [*CENTER NAME*] is seeking capability statements from all interested parties, including Small, Small Disadvantaged (SDB), 8(a), Woman-owned (WOSB), Economically Disadvantaged Woman Owned Small Business (ED-WOSB), Veteran Owned (VOSB), Service Disabled Veteran Owned (SD-VOSB), SBA certified Historically Underutilized Business Zone (HUBZone) businesses, and Historically Black Colleges and Universities (HBCU)/Minority Institutions (MI) for the purposes of determining the appropriate level of competition and/or small business subcontracting goals for [*DESCRIPTION OF PROCUREMENT*]. The Government reserves the right to consider a Small, 8(a), Woman-owned (WOSB) or Economically Disadvantaged Woman Owned Small Business (ED-WOSB), Service Disabled Veteran (SD-VOSB), or SBA Certified HUBZone business set-aside based on responses hereto.

The [*CENTER NAME*] requirements include the following:
[*DESCRIPTION OF REQUIREMENTS*].
[*AND/OR*]
[*SEE ATTACHED DRAFT STATEMENT OF WORK*].

The North American Industry Classification System (NAICS) code for this procurement is [*SIX-DIGIT NAICS CODE*], [*NAICS U.S. INDUSTRY TITLE*], [*DESCRIPTION OF EXCEPTIONS, IF APPLICABLE*] with a size standard of [*millions of dollars or number of employees*].

Estimated award date for this contract is [*AWARD DATE*]. Estimated award amount is *[$XX - $YY MILLION, e.g. insert a value range (*$150,000 to $1,000,000; $1,000,000 to $5,000,000; $5,000,000 to $50,000,000; $50,000,000 to $100,000,000; and over $100,000,000)] per year, for [*NUMBER OF YEARS*] years. We plan to use a [CONTRACT TYPE; e.g., firm fixed price, cost plus fixed fee, Indefinite Delivery Indefinite Quantity] contract, with a base period of [NUMBER OF YEARS; e.g., two] year(s) with [NUMBER OF OPTIONS; e.g., three] [NUMBER OF YEARS; e.g., one] year options. This contract will be a follow on to the existing contract, [CONTRACT NUMBER], with [NAME OF VENDOR].

No solicitation exists; therefore, do not request a copy of the solicitation. If a solicitation is released it will be synopsized in FedBizOpps and on the NASA Acquisition Internet Service. It is the potential offeror's responsibility to monitor these sites for the release of any solicitation or synopsis.

[*INCLUDE ONE OF THE FOLLOWING*]
Vendors having the capabilities necessary to meet or exceed the stated requirements are invited to submit appropriate documentation, literature, brochures, and references.
[*OR*]

Interested offerors/vendors having the required specialized capabilities to meet the above requirement should submit a capability statement of [ENTER NUMBER] pages or less indicating the ability to perform all aspects of the effort described herein.
[*AND/OR*]
Responses must include the following: name and address of firm, DUNS number, size of business; average annual revenue for past 3 years and number of employees; ownership; whether they are large, small, small disadvantaged, 8(a), Woman-owned or Economically Disadvantaged Woman Owned, Veteran Owned, Service Disabled Veteran Owned, SBA certified Historically Underutilized Business Zone and Historically Black Colleges and Universities)/Minority Institutions; number of years in business; affiliate information: parent company, joint venture partners, potential teaming partners, prime contractor (if potential sub) or subcontractors (if potential prime); list of customers covering the past five years (highlight relevant work performed, contract numbers, contract type, dollar value of each procurement; and point of contact - address and phone number). Please provide an estimate of the percentage of work to be performed by the prime contractor and for each major subcontractor. Technical questions should be directed to: _____. Procurement related questions should be directed to: _____.

[*STATE WHETHER THE REQUIREMENT IS CONSIDERED A COMMERCIAL OR COMMERCIAL-TYPE PRODUCT*] A commercial item is defined in FAR 2.101.

This synopsis is for information and planning purposes and is not to be construed as a commitment by the Government nor will the Government pay for information solicited. Respondents will not be notified of the results of the evaluation.
All responses shall be submitted to _____[*ENTER NAME*] no later than [*ENTER DATE*].
Please reference [*ENTER IDENTIFYING NUMBER*] in any response. Any referenced notes may be viewed at the following URLs linked below.

NASA FREEDOM OF INFORMATION ACT (FOIA) READING ROOM

- Congress passed the Freedom of Information Act (FOIA) in 1966 and amended in 1996 to incorporate the Electronic FOIA.
  - Title 5, United States Code (USC), Section 552
  - FOIA policies and procedures published in 14 Code of Federal Regulations (CFR) 1206
- Any member of the public may obtain the records of the agencies of the federal government.
- Contents of GRC FOIA reading room
  - If members of the public have requested contract information three times under FOIA.
  - If procurement is expected to generate much interest from the public.

NASA FOIA Home Page
> http://www.hq.nasa.gov/office/pao/FOIA/agency/index.html#maincontent

NASA FOIA Public Liaison Officers
> http://www.hq.nasa.gov/office/pao/FOIA/Pub_Lia_Officers.pdf

NASA FOIA Reference Guide
> http://www.hq.nasa.gov/office/pao/FOIA/EO_FOIA_Ref_Guide.pdf

GRC FOIA Home Page
> http://www.grc.nasa.gov/WWW/FOIA/FOIA.htm

GRC FOIA Electronic Reading Room
> http://www.grc.nasa.gov/WWW/FOIA/ReadingRm.htm

DRAFT REQUESTS FOR PROPOSALS (DFRP)

Reference: NFS 1815.201 Exchanges with industry before receipt of proposals.

DRFPs shall invite comments from potential offerors on all aspects of the draft solicitation, including the requirements, schedules, proposal instructions, and evaluation approaches. Potential offerors should be specifically requested to identify unnecessary or inefficient requirements. If the DRFP contains Government-unique standards, potential offerors should be invited to identify voluntary consensus standards that meet the Government's requirements as alternatives to Government-unique standards cited as requirements, in accordance with **FAR 11.101** and **OMB Circular A-119**. Comments should also be requested on any perceived safety, occupational health, security (including information technology security), environmental, export control, and/or other programmatic risk issues associated with performance of the work. When considered appropriate, the statement of work or the specifications may be issued in advance of other solicitation sections.

When issuing DRFPs, potential offerors should be advised that the DRFP is not a solicitation and NASA is not requesting proposals.

SUGGESTIONS ON FORMAT FOR BUSINESS CARDS/CAPABILITY STATEMENTS

Light colored background
Brief description of supplies and/or services your company provides
6 digit North American Industry Classification System (NAICS) code(s) and a brief description of the code
Double sided printing on business cards and capability statements if everything does not fit on one side. However, recommend one or two pages for capability statements.
Standard Industrial Classification (SIC) codes are no longer used.
CAGE code and/or DUNS number
GSA or SEWP contract/task order number
Quick Response (QR) code
References
Twitter, Facebook, Instagram or other social media

Name of company
Address
Website/URL
Small business type: SB, 8(a), SDB, HUBZone, WOSB, VOSB, SD-VOSB, HBCU/MI, ANC, CDC, Indian tribes, NHO

Your name
Your title
Your phone number (landline and/or cell)
Your e-mail address

Acronym legend for Small Business Type:
SB: Small Business
8(a): Named for Section 8(a) of the Small Business Act (Small Disadvantaged Businesses)
SDB: Small Disadvantaged Business
HUBZone: Historically Underutilized Business Zone
WOSB: Woman Owned Small Business
VOSB: Veteran Owned Small Business
SD-VOSB: Service Disabled Veteran Owned Small Business
HBCU/MI: Historically Black Colleges and Universities/Minority Institutions
ANC: Alaska Native Corporation
CDC: Community Development Corporation
NHO: Native Hawaiian Organization